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भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LABOUR, EMPLOYMENT AND REHABILITATION

(Department of Labour and Employment)

NOTIFICATION

New Delhi, the 1st October 1970

G.S.R. 1755.—The following draft Rules which the Central Government proposes to make in exercise of the powers conferred by section 35 of the Contract Labour (Regulation and Abolition) Act, 1970 (Act 37 of 1970) are published as required by sub-section (1) of the said section for the information of all persons likely to be affected thereby and notice is hereby given that the said draft will be taken into consideration on or after the 31st October, 1970.

Any objection or suggestions which may be received from any person or body with respect to the said draft before the date so specified will be considered by the Central Government.

CHAPTER I

1. **Short title and extent.**—These rules may be called the Contract Labour (Regulation and Abolition) Central Rules, 1970.

2. **Definitions.**—In these rules, unless the subject or context otherwise requires—

(a) "Act" means the Contract Labour (Regulation and Abolition) Act, 1970;

(b) "Appellate Officer" means the Appellate Officer appointed by the Central Government under sub-section (1) of section 15;

(c) "Board" means the Central Advisory Board constituted under section 3;

(d) "Chairman" means the Chairman of the Board;

(e) "Committee" means a Committee constituted under sub-section (1) of section 5;

(f) "Form" means a form appended to these rules;

(g) "Section" means a section of the Act.

CHAPTER II—*Central Board*

3. The Board shall consist of the following Members:—

(a) a Chairman to be appointed by the Central Government;

(b) the Chief Labour Commissioner (Central)—ex-officio;

(c) one person representing the Central Government, to be appointed by that Government from amongst its officials;

(d) one person representing the Railways, to be appointed by the Central Government after consultation with the Railway Board;

(e) four persons, one representing the employers in coal mines, one representing the employers in other mines and two representing contractors to whom the Act applies, to be appointed by the Central Government after consultation with such organisations, if any, of the employers and the contractors as may be recognised by the Central Government in this behalf;

(f) five persons, one representing the employees in the Railways, one representing the employees in coal mines, one representing the employees in other mines, and two representing the employees of contractors to whom the Act applies, to be appointed by the Central Government after consultation with such organisations, if any, of employees representing the respective interest as may be recognised by the Central Government in this behalf.

4. **Terms of Office.**—(1) The Chairman of the Board shall hold office as such for a period of three years from the date on which his appointment is first notified in the Official Gazette.

(2) Each of the members of the Board, referred to in clauses (c) and (d) of rule 3, shall hold office as such during the pleasure of the President.

(3) Each of the members referred to in clauses (e) and (f) of rule 3 shall hold office as such for a period of three years commencing from the date on which his appointment is first notified in the Official Gazette:

Provided that where the successor of any such member has not been notified in the Official Gazette on or before the expiry of the said period of three years, such member shall, notwithstanding the expiry of the period of his office, continue to hold such office until the appointment of his successor has been notified in the Official Gazette.

5. **Resignation.**—A member of the Board, not being an *ex-officio* member, may resign his office by a letter in writing addressed to the Central Government and on such resignation being accepted by that Government, his office shall fall vacant on the date on which such resignation is accepted.

6. **Cessation of membership.**—If any member of the Board, not being an *ex-officio* member, fails to attend three consecutive meetings of the Board, without obtaining the leave of the Chairman for such absence, he shall cease to be a member of the Board;

Provided that the Central Government may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings of the Board, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

7. **Disqualification for membership.**—(1) A person shall be disqualified for being appointed, and for being, a member of the Board,—

(i) if he is of unsound mind and stands so declared by a competent Court; or

(ii) if he is an undischarged insolvent; or

(iii) if he has been or is convicted of an offence which, in the opinion of the Central Government, involves moral turpitude.

(2) If a question arises as to whether a disqualification has been incurred under sub-rule (1), the Central Government shall decide the same.

8. **Removal from membership.**—The Central Government may remove from office any member of the Board, if in its opinion such a member has ceased to represent the interest which he purports to represent on the Board:

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making any representation against the proposed action.

9. **Vacancy.**—(1) When a vacancy occurs or is likely to occur in the membership of the Board, the Chairman shall submit a report to the Central Government and on receipt of such report, the Central Government shall take steps to fill the vacancy.

(2) If any vacancy occurs in the membership of the Board by reason of death of, or resignation by, a member, the vacancy caused thereby shall be filled by the Central Government by making an appointment from amongst the category of persons to which the deceased or the resigned member, as the case may be, belonged and the person so appointed shall hold office for the remainder of the term of office of the member in whose place he is appointed.

10. **Staff.**—(1) (i) The Central Government may appoint one of its officials as Secretary to the Board and appoint such other staff as it may think necessary to enable the Board to carry out its functions.

(ii) The salaries and allowances payable to the staff and the other conditions of service of such staff shall be such as may be decided by the Central Government.

(2) The Secretary—

(i) shall assist the Chairman in convening meetings of the Board;

(ii) may attend the meetings but shall not be entitled to vote at such meetings;

(iii) shall keep a record of the minutes of such meetings, and

(iv) shall take necessary measures to carry out the decisions taken at the meetings of the Board.

11. **Allowances of members.**—(1) The travelling allowance of an official member shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.

(2) The non-official members of the Board shall be paid travelling allowance for attending the meeting of the Board at such rates as are admissible to Grade I officers of the Central Government and daily allowance shall be calculated at the maximum rate admissible to Grade I officers of the Central Government in their respective places.

12. **Disposal of business.**—Every question which the Board is required to take into consideration shall be considered at a meeting, or, if the Chairman so directs, by sending the necessary papers to every member for opinion, and the question shall be disposed of in accordance with the decision of the majority:

Provided that in the case of equality of votes, the Chairman shall have a second or a casting vote.

13. **Meetings.**—(1) The Board shall meet at such places and times as may be specified by the Chairman.

(2) The Chairman shall preside over every meeting of the Board at which he is present and in his absence a member elected by those present at the meeting shall preside over such meeting.

14. **Notice of meetings and list of business.**—(1) Ordinarily seven days' notice shall be given to the members of a proposed meeting.

(2) No business which is not on the list of business for a meeting shall be considered at that meeting without the permission of the Chairman.

15. **Quorum.**—No business shall be transacted at any meeting unless at least four members are present:

Provided that if at any meeting less than four members are present, the Chairman may adjourn the meeting to another date informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

16. **Committees of the Board.**—(1) (i) The Board may constitute such Committees and for such purpose or purposes as it may think fit.

(ii) While constituting the Committee the Board may nominate one of its members to be the Chairman of the Committee.

(2) The Committee shall meet at such times and places as the Chairman of the said committee may decide and the Committee shall observe such rules of procedure in regard to the transaction of business at its meeting as it may decide upon.

(3) The provisions of rule 11 shall apply to the members of the Committee for attending the meetings of the Committee as they apply to the members of the Board.

CHAPTER III—*Resignation and Licensing*

17. **Manner of making application for registration of establishments.**—(1) The application referred to in sub-section (1) of section 7 shall be made in triplicate, in Form No. I, to the registering officer of the area in which the establishment sought to be registered is located and shall contain the particulars specified in sub-rule (2) of rule 18.

(2) The application referred to in sub-rule (1) shall be accompanied by a treasury receipt showing payment of the fees for the registration of the establishment.

(3) Every application referred to in sub-rule (1) shall be either personally delivered to the registering officer or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1), the registering officer shall, after noting thereon the date of receipt by him of the application grant an acknowledgement to the applicant.

18. **Grant of certificate of registration.**—(1) The certificate of registration granted under sub-section (2) of section 7 shall be in Form No. II.

(2) Every certificate of registration granted under sub-section (2) of section 7 shall contain the following particulars, namely:—

(a) the name and address of the establishment;

(b) The maximum number of workmen employed as contract labour in the establishment;

(c) the type of business, trade, industry, manufacture or occupation which is carried on in the establishment;

(d) such other particulars as may be relevant to the employment of contract labour in the establishment.

(3) The registering officer shall maintain a register in Form No. III showing the particulars of establishments in relation to which certificates of registration have been issued by him.

(4) If, in relation to an establishment, there is any change in the particulars specified in the certificate of registration, the principal employer of the establishment shall intimate to the registering officer, within fifteen days from the date when such change takes place, the particulars of, and the reasons for, such change.

19. **Circumstances in which application for registration may be rejected.**—(1) If any application for registration is not complete in all respects, registering officer shall require the principal employer to amend the application so as to make it complete in all respects.

(2) If the principal employer, on being required by the registering officer to amend his application for registration, omits or fails to do so, the registering officer shall reject the application for registration.

20. **Amendment of certificates of registration.**—(1) Where, on receipt of the intimation under sub-rule (4) of rule 18, the registering officer is satisfied that an amount higher than the amount which has been paid by the principal employer as fees for the registration of the establishment is payable, he shall require such principal employer to deposit a sum which, together with the amount already paid by such principal employer, would be equal to such higher amount of fees payable for the registration of the establishment and to produce the treasury receipt showing such deposit.

(2) Where, on receipt of the intimation referred to in sub-rule (4) of rule 18, the registering officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in Form No. III, he shall amend the said register and record therein the change which has occurred:

Provided that no such amendment shall affect anything done or any action taken or any right, obligation or liability acquired or incurred before such amendment:

Provided further that the registering officer shall not carry out any amendment in the register in Form No. III unless the appropriate fees have been deposited by the principal employer.

21. **Application for a licence.**—(1) Every application by a contractor for the grant of a licence shall be made in triplicate, in Form No. IV, to the licensing officer of the area in which the establishment, in relation to which he is the contractor, is located.

(2) Every application for the grant of a licence shall be accompanied by a certificate by the principal employer in Form No. V to the effect that the applicant has been employed by him as a contractor in relation to his establishment and that he undertakes to be bound by all the provisions of the Act and the rules made thereunder in respect of the employment of contract labour by the applicant.

(3) Every such application shall be either personally delivered to the licensing officer or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1), the licensing officer shall, after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant.

(5) Every application referred to in sub-rule (1) shall also be accompanied by a treasury receipt showing—

(i) the deposit of the security at the rates specified in rule 24, and

(ii) the payment of the fees at the rates specified in rule 26.

22. **Matters to be taken into account in granting or refusing a licence.**—In granting or refusing to grant a licence, the licensing officer shall take the following matters into account, namely:—

(a) whether the applicant—

(i) is a minor, or

(ii) is of unsound mind and stands so declared by a competent court, or

(iii) is an undischarged insolvent, or

(iv) has been convicted (at any time during a period of five years immediately preceding the date of application) of an offence which in the opinion of the Central Government, involves moral turpitude;

(b) whether there is an order of the appropriate Government or an award or settlement for the abolition of contract labour in the establishment in relation to which the applicant is a contractor;

(c) whether any order has been made in respect of the applicant under sub-section (1) of section 14, and, if so, whether a period of three years has elapsed from the date of that order;

(d) whether the fees for the application have been deposited at the rates specified in rule 26, and

(e) whether security has been deposited by the applicant at the rates specified in rule 24.

23. **Grant of refusal of licence.**—(1) On receipt of the application, and as soon as possible thereafter, the licensing officer shall make such enquiry as he considers necessary to satisfy himself about the eligibility of the applicant for a licence.

(2) (i) Where the licensing officer is of opinion that the licence should not be granted, he shall, after affording reasonable opportunity to the applicant to be heard, make an order rejecting the application.

(ii) The order shall record the reasons for the refusal and shall be communicated to the applicant.

24. **Security.**—Before a licence is issued, an amount calculated at the rate of Rs. 30 for each of the workman to be employed as contract labour, in respect of which the application for licence has been made, shall be deposited by the contractor for due performance of the conditions of the licence and compliance with the provisions of the Act or the rules made thereunder.

25. **Form and terms and conditions of licence.**—(1) Every licence granted under Rule 23 shall be in Form No. VI.

(2) Every licence granted under rule 23 or renewed under rule 29 shall be subject to the following conditions, namely:

(i) the licence shall be non-transferable;

(ii) the number of workmen employed as contract labour in the establishment shall not, on any day, exceed the maximum number specified in the licence;

(iii) save as provided in these rules, the fees paid for the grant, or as the case may be, for renewal of the licence shall be non-refundable;

(iv) the rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed under the Minimum Wages Act, 1948 (11 of 1948), for such employment where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates so fixed;

(v) (a) in cases where the workmen employed by the contractor perform the same kind of work as the workmen directly employed by the principal employer of the establishment, the hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment;

(b) in other cases the hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Chief Labour Commissioner (Central).

Explanation.—While determining the hours of work and other conditions of service under (b) above, the Chief Labour Commissioner shall have due regard to the hours of work and other conditions of service obtaining in similar employments;

(vi) (a) in every establishment where twenty or more women are ordinarily employed as contract labour, there shall be provided two rooms of reasonable dimensions for the use of their children under the age of six years.

(b) One of such rooms shall be used as a play room for the children and the other as bed room for the children.

(c) The contractor shall supply adequate number of toys and games in the play room and sufficient number of cots and beddings in the sleeping room.

(d) The standard of construction and maintenance of the creches shall be such as may be specified in this behalf by the Chief Labour Commissioner (Central);

(vii) The licencee shall notify any change in the number of workmen or the conditions of work to the licensing officer.

26. **Fees.**—(1) The fees to be paid for the grant of a certificate of registration under Section 7 shall be as specified below, namely:—

If the number of workmen proposed to be employed on contract on any day—

(a) is 20	Rs. 20
(b) exceeds 20 but does not exceed 50	Rs. 50
(c) exceeds 50 but does not exceed 100	Rs. 100
(d) exceeds 100 but does not exceed 200	Rs. 200
(e) exceeds 200 but does not exceed 400	Rs. 400
(f) exceeds 400	Rs. 500

(2) The fees to be paid for the grant of renewal of a licence under section 12 shall be as specified below:

If the number of workmen employed by the contractor on any day—

(a) is 20	Rs. 5.00
(b) exceeds 20 but does not exceed 50	Rs. 12.50
(c) exceeds 50 but does not exceed 100	Rs. 25.00
(d) exceeds 100 but does not exceed 200	Rs. 50.00
(e) exceeds 200 but does not exceed 400	Rs. 100.00
(f) exceeds 400	Rs. 125.00

27. **Validity of the licence.**—Every licence granted under rule 23 or renewed under rule 29 shall remain in force upto 31st December of the year for which the licence is granted or renewed.

28. **Amendment of the licence.**—(1) A licence issued under rule 23 or renewed under rule 29 may, for good and sufficient reasons, be amended by the licensing officer.

(2) The contractor who desires to have the licence amended shall submit to the licensing officer an application stating the nature of the amendment and reasons therefor.

(3) (i) If the licensing officer allows the application he shall require the applicant to furnish a Treasury receipt for the amount, if any, by which the fees that would have been payable if the licence had been originally issued in the amended form exceeds the fees originally paid for the licence.

(ii) On the applicant furnishing the requisite Treasury receipt the licence shall be amended according to the orders of the licensing officer.

(4) Where the application for amendment is refused, the licensing officer shall record the reasons for such refusal and communicate the same to the applicant.

29. (1) Every contractor shall apply to the licensing officer for renewal of the licence before its validity expires.

(2) Every such application shall be in Form No. VII in triplicate and shall be made not less than sixty days before the date on which the licence expires, and if the application is so made, the licence shall be deemed to have been renewed until such date when the renewed licence is issued.

(3) The fees chargeable for renewal of the licence shall be the same as for the grant thereof:

Provided that if the application for renewal is not received within the time specified in sub-rule (2), a fee of 25 per cent in excess of the fee ordinarily payable for the licence shall be payable for such renewal:

Provided further that in case where the licensing officer is satisfied that the delay in submission of the application is due to unavoidable circumstances beyond the control of the contractor, he may reduce or remit as he thinks fit the payment of such excess fee.

30. **Issue of duplicate certificate of registration or licence.**—Where a certificate of registration or a licence granted or renewed under the preceding rules has been lost, defaced or accidentally destroyed, a duplicate may be granted on payment of fees of rupees five.

31. **Refund of security.**—(1) (i) On expiry of the period of licence the contractor may, if he does not intend to have his licence renewed, make an application to the Licensing Officer for the refund of the security deposited by him under rule 24.

(ii) If the Licensing Officer is satisfied that there is no breach of the conditions of licence or there is no order under section 14 for the forfeiture of security or any portion thereof, he shall direct the refund of the security to the applicant.

(2) If there is any order directing the forfeiture of any portion of the security, the amount to be forfeited shall be deducted from the security deposit, and balance, if any, refunded to the applicant.

(3) Any application for refund shall, as far as possible, be disposed of within 60 days of the receipt of the application.

CHAPTER IV—*Appeals and Procedure*

32. (1)(i) Every appeal under sub-section (1) of section 15 shall be preferred in the form of a Memorandum signed by the appellant or his authorised agent and presented to the Appellate Officer in person or sent to him by registered post.

(ii) The memorandum shall be accompanied by a certified copy of the order appealed from and a Treasury receipt of rupees 10.

(2) The memorandum shall set forth concisely and under distinct heads the grounds of appeal to the order appealed from.

33. (1) Where the memorandum of appeal does not comply with the provisions of sub-rule (2) of rule 32 it may be rejected or returned to appellant for the purpose of being amended within a time to be fixed by the Appellate Officer.

(2) Where the Appellate Officer rejects the memorandum under sub-rule (1) he shall record the reason for such rejection, and communicate the order to the appellant.

(3) Where the memorandum of appeal is in order the Appellate Officer shall admit the appeal, endorse thereon the date of presentation and shall register the appeal in a book to be kept for the purpose called the Register of Appeals.

(4) (i) When the appeal has been admitted, the Appellate Officer shall send the notice of the appeal to the Registering Officer or the Licensing Officer as the case may be from whose order the appeal has been preferred and the Registering Officer or the Licensing Officer shall send the record of the case to the Appellate Officer.

(ii) On receipt of the record, the Appellate Officer shall send a notice to the appellant to appear before him at such date and time as may be specified in the notice for the hearing of the appeal.

34. If on the date fixed for hearing the appellant does not appear, the Appellate Officer may dismiss the appeal for default of appearance of the appellant.

35. (i) Where an appeal has been dismissed under rule 34 the appellant may apply to the Appellate Officer for the re-admission of the appeal, and where it is proved that he was prevented by any sufficient cause from appearing when the appeal was called on for hearing, the Appellate Officer shall restore the appeal on its original number.

(ii) Such an application shall, unless the Appellate Officer extends the time for sufficient reason, be made within 30 days of the date of dismissal.

36. (1) If the appellant is present when the appeal is called on for hearing, the Appellate Officer shall proceed to hear the appellant or his authorised agent and any other person summoned by him for this purpose, and pronounce judgment on the appeal, either confirming, reversing or varying the order appealed from.

(2) The judgment of the Appellate Officer shall state the points for determination, the decisions thereon and the reasons for the decisions.

(3) The order shall be communicated to the appellant and copy thereof shall be sent to the Registering Officer or the Licensing Officer from whose order the appeal has been preferred.

37. **Payment of Fees.**—All fees to be paid under these rules shall be paid in the local Treasury under the head of account "XXXII-Misc.-Social and Developmental Organisations—Licence Fees (Central)", and a receipt obtained which shall be submitted with the application or the memorandum of appeal as the case may be.

38. **Copies.**—Application for the copies of the order of the Registering Officer, Licensing Officer or the Appellate Officer can be obtained on payment of fees of rupees two for each order and on an application specifying the date of the order, made to the officer concerned.

CHAPTER V—*Welfare and Health of Contract Labour*

39. (1) The facilities required to be provided under sections 18 and 19 of the Act, namely sufficient supply of wholesome drinking water, a sufficient number of latrines and urinals, washing facilities and first-aid facilities, shall be provided by the contractor in the case of the existing establishments within thirty days of the commencement of these rules and in the case of new establishments within thirty days of the commencement of the employment of contract labour therein.

(2) If any of the facility mentioned in sub-rule (1) is not provided by the contractor within the period prescribed the same shall be provided by the principal employer within fifteen days of the expiry of the period laid down in the said sub-rule.

40. (1) In every place wherein contract labour is required to halt at night in connection with the working of the establishment to which the Act applies and in which employment of contract labour is likely to continue for 3 months or more the contractor shall provide and maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming into force of the rules in the case of existing establishments, and within fifteen days of the commencement of the employment of contract labour in new establishments.

(2) If the amenity referred to in sub-rule (1) is not provided by the contractor within the period prescribed the principal employer shall provide the same within a period of fifteen days of the expiry of the period laid down in the said sub-rule.

(3) Separate rooms shall be provided for women employees.

(4) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.

(5) The rest room or rooms or other suitable alternative accommodation shall be of such dimensions so as to provide a space of 3m x 2m for each person making use of the rest room

(6) The rest-room or rooms or other suitable alternative accommodation shall be so constructed as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious surface.

(7) The rest-room or other suitable alternative accommodation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

41. (1) In every establishment to which the Act applies and wherein work regarding the employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed an adequate canteen shall be provided by the Contractor for the use of such contract labour within sixty days of the date of coming into force of the rules in the case of the existing establishments and within 60 days of the commencement of the employment of contract labour in the case of new establishments.

(2) If the contractor fails to provide the canteen within the time laid down the same shall be provided by the principal employer within sixty days of the expiry of the time allowed to the contractor.

(3) The canteen shall be maintained by the contractor or principal employer, as the case may be, in an efficient manner.

42. (1) The canteen shall consist of at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.

(2) (i) The canteen shall be sufficiently lighted at all times when any person has access to it.

(ii) The floor and inside walls shall be made of smooth and impervious material and inside walls shall be lime washed or colour-washed at least once in each year:

Provided that the inside walls of the kitchen shall be lime-washed every four months.

(3) (i) The precincts of the canteen shall be maintained in a clean and sanitary condition.

(ii) Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance.

(iii) Suitable arrangements shall be made for the collection and disposal of garbage.

43. (1) The dining hall shall accommodate at a time at least 50 per cent. of the contract labour working at a time.

(2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than one square metre per dinner to be accommodated as prescribed in sub-rule (1).

(3) (i) A portion of the dining hall and service counter shall bs partitioned off and reserved for women workers, in proportion to their number.

(ii) Washing places for women shall be separate and screened to secure privacy.

(4) Sufficient tables, tools, chairs or benches shall be available for the number of dinners to be accommodated as prescribed in sub-rule (1).

44. **Equipment.**—(1) (i) There shall be provided and maintained sufficient utensils, crockery cutlery, furniture and any other equipment necessary for the efficient running of the canteen.

(ii) Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.

(2) (i) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition.

(ii) A service counter, if provided, shall have a top of smooth and impervious material.

(iii) Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

45. **Prices to be displayed.**—The charge per portion of foodstuffs, beverages and any other item served in the canteen shall be conspicuously displayed in the canteen.

46. **Foodstuffs to be served.**—The foodstuffs and other items to be served in the canteen shall be in conformity with the normal habits of the contract labour.

47. The canteen shall be run on no-profit no-loss basis provided that the following items shall not be taken into consideration as expenditure namely:—

(a) the rent for the land and building;

(b) the depreciation and maintenance charges for the building and equipment provided for in the canteen;

(c) the cost of purchase, repairs and replacement of equipments including furniture, crockery, cutlery and utensils;

(d) the water charges and other charges incurred for lighting and ventilation;

(e) the interest on the amounts spent on the provision and maintenance of furniture and equipment provided for in the canteen.

48. The books of accounts and registers and other documents used in connection the running of the canteen shall be produced on demand to an Inspector.

49. The accounts pertaining to the canteen shall be audited once in every 12 months by registered accountants and auditors.

50. **Latrines and Urinals.**—Latrines shall be provided in every establishment coming within the scope of the Act on the following scale, namely:—

(a) where females are employed, there shall be at least one latrine for every 20 females;

(b) where males are employed, there shall be at least one latrine for every 20 males:

Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for every 20 males or females, as the case may be, upto the first 100, and one for every 30 thereafter.

51. Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

52. (i) Where workers of both sexes are employed, there shall be displayed outside each block of latrine and urinal a notice in the language understood by the majority of the workers "For Men Only" or "For Women Only", as the case may be.

(ii) The notice shall also bear the figure of a man or of a woman, as the case may be.

53. There shall be at least one urinal for male workers upto 50 and one for female workers upto fifty employed at a time;

Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every 50 males or females upto the first 500 and one for every 100 or part thereof thereafter.

54. (1) The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment.

(2) (i) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.

(ii) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.

55. Water shall be provided by the means of tap or otherwise so as to be conveniently accessible in or near the latrine and urinals.

56. (1) In every establishment coming within the scope of the Act adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.

(2) Separate and adequate screening facilities shall be provided for the use of male and female workers.

(3) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

(4) The washing facilities shall include the provision of adequate number of buckets and tumblers or mugs and water supply at the rate of 20 litres a day for each workman employed.

57. In every establishment coming within the scope of the Act there shall be provided and maintained so as to be readily accessible during all working hours first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed.

58. (1) The first-aid box shall be distinctively marked with a red cross on a white ground and shall contain the following equipment, namely:

A. For establishments in which the number of contract labour employed does not exceed fifty—Each first-aid box shall contain the following equipment:—

(i) 6 small sterilized dressings.

(ii) 3 medium size sterilized dressings.

(iii) 3 large size sterilized dressings.

(iv) 3 large sterilized burn dressings.

(v) 1 (30 ml) bottle containing a two per cent. alcoholic solution of iodine.

(vi) 1 (30 ml) bottle containing salvolatile having the dose and mode of administration indicated on the label.

(vii) 1 snake-bite lancet.

(viii) 1 (30 gms.) bottle of potassium permanganate crystals.

(ix) 1 pair scissors.

(x) 1 copy of the first-aid leaflet issued by the Director General, Factory Advice Service and Labour Institute, Government of India.

(xi) A bottle containing 100 tablets (each of 5 grains) of aspirin.

(xii) Ointment for burns.

(xiii) A bottle of suitable surgical anti-septic solution.

B. For establishments in which the number of contract labour exceed fifty—Each first-aid box shall contain the following equipment:—

(i) 12 small sterilized dressings.

(ii) 6 medium size sterilized dressings.

(iii) 6 large size sterilized dressings.

(iv) 6 large size sterilized burn dressings.

(v) 6 (15 gms.) packets sterilized cotton wool.

(vi) 1 (60 ml) bottle containing a two per cent. alcoholic solution iodine.

(vii) 1 (60 ml) bottle containing salvolatile having the dose and mode of administration indicated on the label.

(viii) 1 roll of adhesive plaster.

(ix) A snake-bite lancet.

(x) 1 (30 gms) bottle of potassium permanganate crystals.

(xi) 1 pair scissors.

(xii) 1 copy of the first-aid leaflet issued by the Director General, Factory Advice Service and Labour Institute, Government of India.

(xiii) A bottle containing 100 tablets (each of 5 grains) of aspirin.

(xiv) Ointment for burns.

(xv) A bottle of a suitable surgical anti-septic solution.

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.

59. Nothing except the prescribed contents shall be kept in the First-Aid Box.

60. The First-Aid Box shall be kept in charge of a separate responsible person who shall always be readily available during the working hours of the establishment.

61. A person incharge of the First-Aid Box shall be a person trained in First-Aid treatment, in establishments where the number of contract labour employed is 150 or more.

CHAPTER VI—*Wages*

62. The contractor shall fix wage periods in respect of which wages shall be payable.

63. No wage period shall exceed one month.

64. Wages of every worker shall be paid within three days from the end of the wage period in case the wage period is one week or a fortnight and in all other cases before the expiry of the tenth or the seventh day from the end of the wage period according as the number of workers employed in such establishments does or does not exceed a thousand.

65. Where employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the day succeeding the one on which his employment is terminated.

66. All payments of wages shall be made on a working day at the work site and during the working time and on a date notified in advance. In case the work is completed before the expiry of the wage period, final payment shall be made within 48 hours of the last working day.

67. Wages due to every worker shall be paid to him direct or to other person authorised by him in this behalf.

68. All wages shall be paid in current coin or currency or in both.

69. Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (4 of 1936).

70. A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the contractor to the Principal Employer under acknowledgement.

71. The Principal Employer shall ensure the presence of his authorised representative at the place and time of disbursement of wages by the contractor to workmen. It shall be the duty of the contractor to ensure the disbursement of wages in the presence of such authorised representative.

72. (1) Entries denoting the time and place of payment of wages and the payments actually made shall be made in the register of wages simultaneously as the payments are made.

(ii) The authorised representative of the principal employer shall affix his initials against each entry and further record a certificate at the end of the entries in the following form:

"Certified that the amount shown in column No. ..... has been paid to the workman concerned in my presence."

CHAPTER VII—*Registers and Records and collection of statistics*

73. **Register of contractors.**—Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form No. VIII.

74. **Register of persons employed.**—Every contractor shall maintain in respect of each registered establishment where he employs contract labour a register in Form No. IX.

75. **Employment Card.**—(1) Every contractor shall issue an employment card in Form No. X to each worker on the first day of the employment of the worker.

(ii) The contractor shall ensure that the worker carries his employment card with him when employed on work.

(iii) The card shall be maintained up-to-date and any change in the particulars entered therein.

76. **Service Certificate.**—On termination of employment for any reason whatsoever the contractor shall issue to the workman whose services have been terminated a Service Certificate in Form No. XI.

77. **Muster Roll, Wages Registers, Deduction Register and Overtime Register.**—(1) In respect of establishments which are governed by the Payment of Wages Act and the rules made thereunder, or the Minimum Wages Act or the rules made thereunder, the following registers and records required to be maintained by the contractor as employer under those Acts and the rules made thereunder shall be deemed to be registers and records to be maintained by the contractor under these rules:

(a) Muster Roll;

(b) Register of Wages;

(c) Register of Deductions;

(d) Register of Overtime;

(e) Register of fines;

(f) Register of advances.

(2) In respect of establishments not covered under sub-rule (1), the following provisions shall apply, namely:—

(a) Every contractor shall maintain a Muster Roll Register and a Register of Wages in Form No. XII and Form No. XIII respectively:

Provided that a combined muster roll-*cum*-wages register in Form XIV shall be maintained by the contractor where the wage-period is one week or less.

(b) Every contractor shall issue wage slips in form XV to the workers at least a day prior to the disbursement of wages.

(c) Signature or thumb-impression of every worker on the register of wages or wages-*cum*-muster roll as the case may be, shall be obtained and entries therein, shall be authenticated by the initials of the contractor or his representative, and duly certified by the authorised representative of the principal Employer as required by rule 72.

(d) **Registers of deductions, fines and advances.**—Registers of deduction for damage or loss, Register of fines and Register of advances shall be maintained by every contractor in forms XVI, XVII and XVIII respectively.

(e) **Register of overtime.**—A register of overtime shall be maintained by every contractor in form XIX to record therein number of hours and wages paid for overtime work, if any.

78. Every contractor shall display an abstract of the Act and rules in English and Hindi and in the language spoken by the majority of workers in such form as may be approved by the Chief Labour Commissioner (Central).

79. (1) All registers and other records required to be maintained under the Act and rules, unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the work-place or at a place within a radius of three kilometers.

(2) Such registers shall be maintained legibly in English or Hindi.

(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.

(4) All the registers, records and notices maintained under the Act or rules shall be produced on demand before the Inspector or any other authority under the Act or any person authorised in that behalf by the Central Government.

80. (1) (i) Notices showing the rates of wages, hours of work, wage periods, dates of payment of wages, name and addresses of the Inspectors having jurisdiction, and date of payment of unpaid wage, shall be displayed in English and in Hindi and in the local language understood by the majority of the workers in conspicuous places at the establishment and the work-site by the principal employer or the contractor, as the case may be.

(ii) The notices shall be correctly maintained in a clean and legible condition.

(2) A copy of the notice shall be sent to the Inspector and whenever any changes occur the same shall be communicated to him forthwith.

81. (1) Every contractor shall send half yearly return in Form XX (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the quarter.

NOTE.—Quarter for the purposes of this rule means "a period of 3 months commencing from the 1st January, 1st April, 1st July and 1st October of every year.

(2) Every principal employer of a registered establishment shall send annually a return in Form XXI (in duplicate) so as to reach the Registering Officer concerned not later than the 15th February following the end of the year to which it relates.

82. (1) The Board, Committee, Chief Labour Commissioner (Central) or the Inspector or any other authority under the Act shall have powers to call for any information or statistics in relation to contract labour from any contractor or principal employer at any time by an order in writing.

(2) Any person called upon to furnish the information under sub-rule (1) shall be legally bound to do so.

FORM I

(See rule 17 (1))

APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING CONTRACT LABOUR

1. Name and location of the Establishment.

2. Postal address of the Establishment.

3. Full name and address of the Principal Employer (furnish father's name in the case of individuals).

4. Full name and address of the Manager or person responsible for the supervision and control of the establishment.

5. Particulars of contractors and contract labour:

Name and addresses of Contractors	Nature of work in which contract labour is employed or is to be employed	Maximum No. of Contract Labour to be employed on any day through each contractor	Estimated date of termination of employment of contract labour
1	2	3	4
1			
2			
3			

6. Particulars of treasury Receipt enclosed. —

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer
Seal and Stamp

OFFICE OF THE REGISTERING OFFICER.

Time and Date of receipt of application with Teasury Receipt No. and Date.

Signature of Registering Officer.

FORM II

(See rule 18 (1)

CERTIFICATE OF REGISTRATION

No.

GOVERNMENT OF INDIA

Office of the Registering Officer

A Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970, and the rules made thereunder, to .....

Name and addresses of Contractor	Nature of work in which contract labour is employed or is to be employed	Maximum No. of contract labour to be employad on any day through each contractor	Estimated Date of termination of Employment of contract labour
1	2	3	4

Signature of Registering Officer with Seal.

Place

Date

FORM III

[*See* rule 18(3)]

Register of Establishments

Sl. No.	Registration Certificate No.	Name and address of the establishment registered	Name of the Principal Employer and his address	Total No. of workmen directly employed	Particulars of Contractor and Contract Labour				Remarks
					Name and address of contractor	Nature of work in which contract labour is employed or is to be employed	*Maximum No.* of Contract Labour to be employed on any day through each contractor	*Estimated* Date of termination of employment of contract labour	
1	2	3	4	5	6	7	8	9	10

FORM IV

[*See* rule 21(1)]

Application for Licence

1. Name and address of the contractor (including his father's name).....

2. Particulars of Establishment or Establishments where contract labour is to be employed :

Name and address of the Establishment	No. and date of Certificate of Registration of Establishment under the Act	Name and Address of the Principal Employer	Nature of process, operation or work in which Establishment is engaged	Nature of process, operation or work for which contract labour to be employed in the Establishment	Duration of the proposed contract work (give proposed date of commencing and ending)	Name and Address of the Agent or Manager of contractor at the work Establishment	Maximum No. of employees proposed to be employed as contract labour in the Establishment

3. Whether the contractor has worked in any other establishment within the past five years. (If so, details of the Principal Employer, establishments and nature of work).

4. The estimated value of the contract work.

5. Number and date of the Treasury Receipt enclosed.

Declaration : I hereby declare that the details given above are correct to the best of my knowledge and belief.

Signature of the Applicant
(Contractor)

Place.....

Date.....

NOTE—The application should be accompanied by a Treasury Receipt and a certificate in Form V from each of the Principal Employer.

(To be filled in office of the licencing offcer)

Date of receipt of the application with challan for fees/security deposit.

Signature of the Licencing Officer.

FORM V

[*See* rule 21 (2)]

Form of Certificate by Principal Employer

Certified that I have engaged the applicant as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour (Regulation and Abolition) Rules, 1970, in respect of the employment of contract labour by the applicant in my establishment.

Place:

Date:

Signature of Principal Employer.

Name and address of Establishment.

FORM VI

[*See* rule 25 (1)]

Government of India

Office of Licensing Officer

Licence No. Dated Fee paid Rs.....

Licence

Licence is hereby granted to ——————————under section 12 (2) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the conditions specified in Annexure.

The Licence shall remain in force till——————————

Date Signature and Seal of the Licensing Officer.

Renewal [rule 29]

Date of Renewal	Fee paid for renewal	Date of Expiry
1		
2		
3		

Signature and Seal of the Licensing Officer

Date:

ANNEXURE

The licence is subject to the following conditions:—

1. The licence shall be non-transferable.

2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed——————————

3. Except as provided in the rules the fees paid for the grant, or as the case may be, for renewal of the licence shall be non-refundable.

4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948 where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.

5. In cases where the workmen employed by the contractor perform the same kind of work as the workmen directly employed by the principal employer of the establishment, the hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment

6. In other cases the hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Chief Labour Commissioner (Central).

7. In every establishment where 20 or more women are ordinarily employed as contract labour there shall be provided 2 rooms of reasonable dimensions for the use of their children under the age of six years. One of such rooms would be used as a play room for the children and the other as bed room for the children. For this purpose the contractor shall supply adequate number of toys and games in the play room and sufficient number of cots and beddings in the sleeping room. The standard of construction and maintenance of the creches may be such as may be specified in this behalf by the Chief Labour Commissioner (Central.)

8. The licensee shall notify any change in the number of workmen or the conditions of work to the Licensing Officer.

FORM VII

[*See* Rule 29(2)]

Application for Renewal of Licences

1. Name and address of the contractor.
2. umber and dat of the licence.
3. Date o expiry of the previous licence.
4. Whether the licence of the contractor was suspended or revoked.
5. No. and date of the treasury receipt enclosed.

Place Signature of the Applicant

Date

(To be filled in office of the Licensing Officer)

Date of receipt of the application with Treasury Receipt No. and Date.

Signature of the Licensing Officer.

FORM VIII

(*See* rule 73)

PART I

Register of Particulars of Contractors

(1) Name and address of the Principal Employer .....

(2) Name, address of the establishment .....

Sl. No.	Name and address of contractor	Nature of work on contract	Location of contract work	Period of contract		Amount/Value of contract work	Maximum No. of workmen employed by contractor	Security deposits with the Principal Employer
				From	To			

PART II

Progress of Contract Work

Name of contractor..... Nature of work.....

Wage Period	Maximum Number of workmen employed by the contractor during the wage period	Total amount of wages earned by the workmen	Amount actully disbursed on pay day

FORM IX

(*See* rule 74)

Register of Workman Employed by Contractor

Name and Address of contractor .....

Nature and location of work .....

Name and address of establishment in/under which contract is carried on.....

Name and address of Principal Employers.....

Sl. No.	Name and Surname of Workmen	Age and Sex	Father's/ Husband's Name	Nature of Employment/ Designation	Permanent Home Address of Workman (Village and Tehsil/Taluk and Distt.	Present Address	Date of Commence-ment of emp-loyment	Date of termination of employment	Signature or thumb impression of Workman	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM X

(*See* rule 75)

Employment Card

Name and address of contractor .....

Name and address of establishment in/under which contract is carried on.....

Nature and location of work .....

Name and address of Principal Employer.....

Name of the workman	S. No. in the register of workmen employed	Nature of employment/ designation	Wage rate (with particulars of unit, in case of piece-work)	Wage period	Period of employment	Remarks	Signature of contractor
1	2	3	4	5	6	7	8

FORM XI

(*See* rule 76)

Service Certificate

Name and address of contractor .....
Nature and location of work .....
Name and address of the Workman .....
Age or date of birth .....
Identification Marks.
Father's/Husband's name .....

Name and address of establishment in/under which contract is carried on .....
Name and address of Principal Employer .....

Sl. No.	Total period for which employed		Actual No. of days worked	Nature of work done	Rate of wage (with particulars of unit in case of piece-work)	Total wages earned by workman during the period	Total deduction made, if any	Total wages actually paid	Remarks
	From	To							
1	2	3	4	5	6	7	8	9	10

Signature of Contractor.

FORM XII

[*See* rule 77(2)(a)]

Muster Roll

Name and address of Contractor .....

Nature and location of work .....

Name and address of establishment in/under which contract is carried on.....

Name and address of Principal Employer.....

.....

For the month of.....

Sl. No.	Name of workman	Father's/Husband's name	Sex	Dates					Remarks
				1	2	3	4	5	

FORM XIII

[*See* rule 77(2) (a)]

Register of Wages

Name and Address of Contractor _____

Nature and location of work _____

Name and address of establishment in/under which contract is carried on _____

Name and address of Principal Employer _____

Wage period : Fortnightly
Monthly

Serial No.	Name of workmen	Serial No. on the Register of workmen employed by contractor	Designation/ nature of work done	No. of days worked	Wage rate	Units of work done	Piece Rate	Amount of wages earned				
								Basic Wages	Dearness Allowances	Overtime	Other cash payments indicating nature of payments	Total
1	2	3	4	5	6	7	8	9	10	11	12	13

Total deductions	Net Amount paid	Time and Date of Payment	Place of Payment	Signature/thumb Impression of employees	Initial of Contractor or his representative	Initial of authorised representative of principal employer
14	15	16	17	18	19	20

FORM XIV

[*See* rule 77(2) (a)]

Form of Register of Wages-Cum-Muster roll

Name and Address of Contractor _____

Nature and location of work _____

Name and Address of establishment in/ under which contract is carried on _____

Name and address of Principal Employer _____

Wage period : Weekly

From _____ to _____

Serial No.	S. No. in Register of workmen employed by Contractor	Name of Employee	Designation/Nature of work	Daily attendance units worked	Total attendances/ units of work done	Daily rate of wages/ piece rate	Amount of wages earned — Basic wages	Dearness allowance	Overtime	Other Cash Payments (Nature of payment to be indicated)	Total deductions
				234567							
1	2	3	4	5	6	7	8	9	10	11	12

Net amount paid	Time and date of payment	Place of payment	Signature/Thumb impression of workmen	Initials of contractor or his representative	Initials of authorized Representative of Principal employers.
	14	15	16	17	18

FORM XV

[*See* rule 77(2) (b)]

Wages Slip

Name and Address of Contractor _____

Nature and location of work _____

Name and Father's name of the workmen _____

Sex and identificatin token/ticketNo._____

Name and address of establishment in/under which contract is carried on_____

Name and address of Principal Employer_____

For the week/Fortnight/Monthly_____

No. of days worked	Rate of daily wages/ piece rate	No. of units worked in case of piece rate workers	Dates on which overtime worked	Overtime hours and amount of O.T. Wages.	Gross wages payable	Deduction if any	Actual wages paid	Signature of the Contractor or his representative
1	2	3	4	5	6	7	8	9

FORM XVI

[*See* rule 77(2) (d)]

Register of Deductions for Damage or loss

Name and Address of Contractor _____

Nature and location of work _____

Name and address of establishment in/under which contract is carried on _____

Name and address of Principal Employer _____

Serial No.	Name of workmen	Father's/Husbands name	Designation	Particulars of damage/ loss	Date of damage/	Whether worker showed cause against deduction	Name of person in whose presence employees explanation was heard	Amount of deduction imposed	No. of instalments	Date of Recovery of		Remarks
										First instalment	Last instalment	
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM XVII

[*See* rule 77(2) (d)]

Register of Fines

Name and address of Contractor.....

Nature and location of work.....

Name and address of establishment in/ under which contract is carried on .....

Name and address of Principal Employer .....

SL No.	Name of workmen	Father's / Husband's name	Designation	Act/ Omission for which fine imposed	Date of offence	Whether employee showed cause against fine	Name of person in whose presence employee's explalnation was heard (in case of contractors)	Rate of wages	Amount of fine imposed	Date on which fine realised	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

FORM XVIII

[*See* rule 77(2)(d)]

Register of Advances

Name and address of contractor.....

Nature and location of work.....

Name and address of establishment in/under which contract is carried on .....

Name and address of Principal Employer .....

Sl. No.	Name	Father's name or Husband's name.	Nature of employment.	Earnings during a wage period.	Date and amount of advance.	Purpose(s) for which advance made	No. of instalments by which advance to be repaid	Amount of instalments repaid with date of postponement granted	Date on which total amount paid;	Signature or thumb impression of the worker.
1	2	3	4	5	6	7	8	9	10	11

FORM XIX

[*See* rule 77(2)(c)]

Register of Overtime

Name and Address of Contractor.....

Nature and location of work.....

Name and address of establishment in/under which contract is carried on .....

Name and address of Principal Employer .....

Sl. No.	Name of workman.	Father's / Husband's name.	Sex	Designation and Department.	Dates on which overtime work was put in.	Wages of overtime on each occasion.	Total overtime worked or production in case of piece-rates.
1	2	3	4	5	6	7	8

Normal Hours.	Normal Rate.	Overtime rate	Normal earnings.	Overtime earnings.	Total earnings.	Date on which overtime payment made.
9	10	11	12	13	14	15

FORM XX

[*See* rule 81 (1)]

Return to be sent by the Contractor to Licencing Officer for the half year ending.....

1 Name and address of the Contractor .....

2 Name and address of the Principal Employer .....

3 Name and address of the establishment .....

4 Duration of contract From.....TO .....

5 No. of days during the half year on which Contract Labour was employed.....

6 Maximum number of contract labour employed on any day during the half year

Men .....
Women .....
Children .....

7 (i) Normal hours of work per day

(ii) (a) Whether weekly holiday observed.

(b) If so whether it was paid for.

(iii) Particulars of rest interval and weekly spread over .....

(iv) Rate of overtime wages.

(v) No. of man hours of overtime worked, during the half year.

8 Total number of mandays worked by

Men .....
Women .....
Children .....

9 Total amount of wages paid

Men .....
Women .....
Children

10 Total amount of deductions from wages if any effected.

Men .....
Women .....
Children .....

11 Whether the contractor has provided —

(i) Canteens

(ii) Rest Rooms

(iii) Drinking Water

(iv) Creches

(v) First aid

(if the answer is 'yes' state briefly standards provided)

Place.....

Date ..... Signature of the Contractor

FORM XXI

[*See* rule 81 (2)]

Annual Return of Principal Employer to be sent to the Registering Officer

Return for Year ending 31.Dec.....

(1) Full name and Address of the Principal Employer.

(2) Name of establishment :

(a) District

(b) Postal address

(c) Nature of operations/industry/work carried on.

(3) Full name of the Manager or person responsible for supervision and control of the establishment.

(4) Maximum No. of workmen employed as contract labour on any day during the year.

(5) Total number of days during the year on which contract labour was employed.

(6) Total number of man-days worked by contract labour during the year.

(7) Maximum No. of workmen employed directly on any day during the year.

(8) Total No. of days during the year on which directly employed labour was employed.

(9) Total No. of man-days worked by directly employed workmen.

(10) Nature of work on which contract labour was employed.

(11) Amount of Security Deposits made by contractors (give contractor wise).

(12) Amount of security deposits forfeited together with the names of contractor, if any.

(13) Whether there is any change in the management of the establishment, its location, or any other particulars furnished to Registering Officer in the form of Application for Registration at the time of Registration. If so, from what date.

Place.....

Date .....

Principal Employer

[No. 11(14)/70-LWI (I) Cont.]

VIDYA PRAKASH, Dy. Secy.

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